

EMPLOYMENT AUTHORIZATION CHECKLIST



PURPOSE: To ensure employees have all required onboarding tasks completed before they may begin working.

INSTRUCTIONS: 1.) Complete items below. 2.) Submit both the employment authorization checklist and the background authorization together in person or by email to hrhirepack@tamucc.edu.

** All items below must be complete to ensure an employee can begin working on the anticipated hire date. **

TO BE COMPLETED BY HR CONTACT

POSITION INFORMATION

Position must first be created, approved, and the hire process initiated in Workday.

EMPLOYEE NAME (Last, First Middle)	POSITION NUMBER	ANTICIPATED DATE OF HIRE	
NEW EMPLOYEE'S MANAGER NAME	EXT	HR CONTACT NAME	EXT
REMOTE POSITION?	NO - This person resides in Corpus Christi.		YES - This person resides outside of Corpus Christi.

HR CONTACT RESPONSIBILITIES

CRIMINAL BACKGROUND AUTHORIZATION FORM

Instruct the prospective employee to complete the [Criminal Background Authorization Form](#) and ensure it is emailed to hrhirepack@tamucc.edu along with this checklist.

EMPLOYMENT ELIGIBILITY | FORM I-9

Instruct the prospective employee to visit the HR Office with valid documentation to complete Section 1 of the Form I-9 *before* their first day of work.



NEW EMPLOYEE ASSIGNMENTS CHECKLIST

Provide the [New Employee Assignments Checklist](#) to the prospective employee. All onboarding tasks in Workday must be completed before work begins to maintain compliance with State and Federal regulations, as well as ensure the employee's paycheck is processed accurately and timely.

ONBOARDING STATUS SUMMARY REPORT

Run the Onboarding Status Summary Report in Workday. Keep in contact with the new hire and ensure all onboarding tasks are completed *before* the person begins working.

Provide this form to hrhirepack@tamucc.edu along with the Background Authorization

HR OFFICE CHECKLIST

Employee In Position

Background Check Received

I-9 Documentation Received

ALL Tasks in Workday Completed

BANNER ID

UIN